

# **POLICY AND CURRICULUM SUBCOMMITTEE MEETING**

**Monday, March 7, 2016**

**Oliver Administration Building**

## **PRESENT**

**Subcommittee: Erin Schofield, Chair; John Saviano and Lynn Wainwright**

**School Committee, Administration & Guests: Diane Sanna, Assistant Superintendent; Jill Fernandes**

**Meeting called to order by Erin S. at 6:05 p.m.**

## **APPROVAL OF MINUTES**

**MOTION: John S. motioned to approve the minutes of the January 4, 2016 meeting; Lynn W. seconded.**

**The motion passed unanimously.**

## **Interlibrary Loan Policy – {Draft}**

**Diane S. shared background information leading up to the development of the Interlibrary Loan Policy.**

**In order for schools to participate in the Interlibrary Loan Program, a District policy must be in place in accordance with the Library of Rhode Island (LORI) standards.**

**Diane S. stated that the BWRSD librarians met during a recent Professional Development day to review samples of LORI policies. The BWRSD librarians requested that the Policy Subcommittee review the Interlibrary Loan Policy Draft as presented. Diane S. contacted a representative from LORI regarding the Interlibrary Loan Policy Draft. The representative stated that the draft policy meets all LORI criteria.**

**Diane S. stated that she believes the policy draft being considered by the Subcommittee was created in alignment to the LORI standards. She added that the State did not come forward with a standard Interlibrary Loan Policy. Diane S. stated that the BWRSD is one of the first Districts to have an Interlibrary Loan Policy in place.**

**Lynn W. asked several clarifying questions regarding the Interlibrary Loan Policy draft which were answered.**

**A discussion ensued regarding the content of the Interlibrary Loan Policy Draft.**

**A rewording of the “purpose statement” was discussed and agreed upon.**

**MOTION: Lynn W. made a motion to move the revised Interlibrary Loan Policy Draft to the full School Committee for a first reading;**

**seconded by John S.**

**The motion passed unanimously.**

### **AGENDA – MEETING FORMAT POLICY (BDDDB)**

**Diane S. had spoken with Andrew H., the District’s legal counsel, regarding the inclusion of “future agenda items” on School Committee meeting agendas. She stated that Andrew H. advised that a disclaimer of “{no discussion}” be included next to the agenda item entitled “future agenda items”.**

**Subcommittee members reworded the disclaimer recommended by legal counsel to include more clarifying language.**

**A discussion ensued on changing the Agenda-Meeting Format Policy to mirror the current agenda used by the School Committee.**

**Erin S. will make the changes discussed to the Agenda-Meeting Format Policy and present to the Subcommittee for review at April’s Policy & Curriculum Subcommittee meeting.**

**A short discussion ensued on whether a clarifying statement concerning Consent Agenda items should be made within the Agenda – Meeting Format Policy itself. All agreed to indicate Consent Agenda items that are included in the sample order of business with an asterisk as stated in the Consent Agenda disclaimer contained within**

**the policy.**

## **EXECUTIVE SESSIONS (BDC)**

**A lengthy discussion ensued on reporting out of votes from an executive session.**

**Andrew H. will be consulted on the intent of the second to last paragraph of the Executive Sessions Policy.**

**A discussion ensued on rewording the third to last paragraph of the Executive Sessions Policy regarding “final action”.**

**Subcommittee members will review the Executive Sessions Policy and refer any further questions to Diane S. who will consult with Andrew H.**

**Erin S. will follow-up with John B. regarding his discussion with Andrew H. concerning reporting out of Executive Session votes.**

**Erin S. closed by stating that the Executive Sessions Policy and the Agenda-Meeting Format Policy will be finalized at April's Policy & Curriculum Subcommittee meeting.**

## **ADJOURNMENT**

**MOTION: John S. made a motion to adjourn the meeting at 7:41 p.m.; seconded by Lynn W.**

**The motion passed unanimously.**

**/kd**